

The Loveless Barn
8400 Highway 100
Nashville, Tennessee 37221



DATE:
INVOICE #

INVOICE

December 1, 2010

Pre Estimate

CLIENT

Name: Meg Howell
Company: THDA
Street Address: 400 James Robertson PKY Suite 1200
City/State/Zip: Nashville, TN 37243
Phone #: 615-815-2071
Email Address: mhowell@thda.org

Event Date: 12/14/2010
Sales Rep: Wendy Felts
Customer Contact: Meg Howell
Fax #:
615-708-4904 cell

Quantity	Description	Unit Price	Total
Menu			
220	Lunch buffet, Dessert Tea, and Coffee	\$ 28.00	\$ 6,160.00
			\$ -
			\$ -
	Total Food Charges		\$ 6,160.00
Bar (non-alcohol)			
	Soda	\$ 1.83	\$ -
	Bottled Water	\$ 1.83	\$ -
	Bar set up fee	\$ 2.00	\$ -
	Total Bar Charges		\$ -
Bar (alcohol)			
	Liquor	\$ 6.00	\$ -
	Wine	\$ 5.00	\$ -
	Beer	\$ 5.00	\$ -
	Beer	\$ 4.00	\$ -
	Total Bar Charges		\$ -
Additional Labor			
	Chef	\$ -	\$ -
9	Servers	\$ 50.00	\$ 450.00
	Bartenders	\$ 150.00	\$ -
	Total Additional Labor Charges		\$ 450.00
Rentals & Venue			
1	Venue Rental Fee -	\$1,000.00	\$ 1,000.00
200	Rentals -	\$ 6.00	\$ 1,200.00
1	Stage Rental (flat fee)	\$ 150.00	\$ 150.00
	Projector Rental -	\$ 225.00	\$ -
	Screen Rental	\$ 125.00	\$ -
1	Production /AV/ Requirements Basic Package	\$ 850.00	\$ 850.00
	Production sound with microphone -		\$ -
	Total Rental & Venue Charges		\$ 3,200.00
Services			
	Valet		\$ -
	Security		\$ -
	Total Services Charges		\$ -
Other			
			\$ -
	Total Other		\$ -

Payment Details

☐ Cash

☐ Check

☐ Credit Card

Name _____

CC # _____

Expiration Date _____

Security Code _____

1d on back of card)

SUBTOTAL	\$ 9,810.00
SERVICE CHARGE	\$ 1,388.10
SALES TAX	
TOTAL	\$ 11,198.10
VENUE DEPOSIT	
CATERING DEPOSIT	
BALANCE DUE	\$ 11,198.10

THANK YOU FOR USING THE LOVELESS BARN

STUDIOS

Hair Salon
jiosinc.com

523 THOMPSON LANE • NASHVILLE, TN 37211
(615) 256-0070 • (800) 366-6701
SALON (615) 256-HAIR • FAX (615) 259-2011

TAX ID: 62-1301399

PERFORMANCE STUDIOS
523 THOMPSON LANE
NASHVILLE TN 37211
(615) 256-0070

TERM#1

C O P Y
11/24/2010 13:52:30
Sale:

INVOICE TYPE:
INVOICE DATE:
PAGE:
SALESPERSON:
INVOICE NO.: 11.24.10
DUE DATE: 1
DISC. DATE: 3
TERMS: 361764
TIME:
HOLD:

Transaction # 1
Card Type: UTSA
Entry: **REDACTED**
Total: 144.07

ALL SALES FINAL

REF. 11:26 AM

Reference No.: 00000001
Auth. Code: 005400
Respon.: APPROVED

PROFESSIONAL PRODUCT DESCRIPTION	LIST PRICE	SALE PRICE	EXTENSION	TX
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CUSTOMER COPY

1 W18476
1 GR60839
1 15696
1 51685

SEQUIN	5.00	4.00	32.00	
ISEY APPL	8.00	8.00	32.00	
CROW	3.00	3.00	9.00	
T GUM .5Z	2.75	2.75	8.25	
T GUM RMVR .5Z	1.95	1.95	5.85	
WITCH NOSE	5.00	5.00	5.00	
ION	3.00	3.00	3.00	
PLUS GREEN	5.00	5.00	10.00	
HAT BLACK SATIN	9.99	9.99	9.99	
HAT TIN MAN	3.00	3.00	3.00	
HAT SATIN GREEN TOP	9.99	9.99	9.99	
KINGS CROWN RED	12.00	12.00	12.00	
CANE BLACK PARADE	3.99	3.99	3.99	

Received \$ 144.07 Cr. Card Number **REDACTED**

THANK-YOU!

LIST PRICE	NET TOTAL	SALES TAX	INVOICE TOTAL	RECEIVED	BALANCE	ON ACCOUNT
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144.07

144.07

CUSTOMER

144.07

144.07

0.00

PERFORMANCE STUDIOS

Cosmetics • Costumes • Hair Salon
Website: www.performancestudiosinc.com

523 THOMPSON LANE • NASHVILLE, TN 37211
(615) 256-0070 • (800) 366-6701
SALON (615) 256-HAIR • FAX (615) 259-2011

TAX I.D. 62-1301399

SOLD FOR:

TENNESSEE HOUSING DEVELOPMENT

626001445-00

INVOICE TYPE:

INVOICE DATE:

PAGE: 12.09.10

SALESPERSON: 1

INVOICE NO.: 13

DUE DATE: 362567

DISC. DATE:

TERMS:

TIME:

HOLD: 2:56 PM

REF. 7576

*** ALL SALES FINAL *** ALL SALES FINAL

QTY.	STOCK NO.	PROFESSIONAL PRODUCT DESCRIPTION COSTUME RENTAL INFORMATION	LIST PRICE	SALE PRICE	EXTENSION	TX
1	JW02	MENS SHOE PLATS WHITE	35.00	35.00	35.00	
1	G310	GOGO BOOT WHITE 10	29.00	29.00	29.00	
1	889181	LEISURE SUIT ORANGE	39.99	39.99	39.99	
1	63091	60'S BABE BABE	46.00	46.00	46.00	
1	245551	WIG SHAG 70S BLK	24.00	24.00	24.00	
1	W108	WIG MISTY	42.00	42.00	42.00	
1	94712	CHEST HAIR BROWN	19.99	19.99	19.99	
2	N600	WIG CAP NET	2.99	2.99	5.98	
1	E0023	EARRINGS PEACE 3 PK	3.00	3.00	3.00	
1	W0130	SMALL WITCH NOSE	5.00	5.00	5.00	
1	1596	PEACE MEDAL METAL	3.25	3.25	3.25	
1	36012	BOOBS DRAG QUEEN	12.00	12.00	12.00	
1	60783	BRACELETS BANGLE 50PC	3.50	3.50	3.50	
1	230	Spirit Gum Remvr 1z	2.25	2.25	2.25	
1	212	Mastix Spirit Gum 1z	3.85	3.85	3.85	
1	CM-01	VENT MOUSTACHE M-1	13.50	13.50	13.50	
1	S-1	Vent Sideburns S-1	23.00	23.00	23.00	
LIST PRICE 738		NET TOTAL	326.31	SALES TAX	0.00	INVOICE TOTAL 738
Received \$		326.31	Cr.	Card Number	REDACTED	RECEIVED 15.00
326.31		326.31	326.31	326.31	326.31	BALANCE ON ACCOUNT
						THANK-YOU!
						0.00
CUSTOMER						

ORDER FROM PERFORMANCE BUSINESS FORMS 615-259-3647



Meg Howell
TN Housing Development Agency
404 James Robertson Parkway
Suite 1200
Nashville, TN 37243

Date: 12/12/2011
Invoice No: 018689
Cust Id: THDA
Terms: NET 30 DAYS

Page 1 of 1

12/1/11 Event

Venue Rental - Ford Theater			1,500.00
Venue Rental - Community Room			300.00
Security			360.00
(83) Tour Admissions	83.00 @	14.99	1,244.17
Sound Production			1,000.00
(17) Parking Vouchers	17.00 @	10.00	170.00
Sales Tax			92.50
Less: Event Deposit			-900.00

Sales Total:

Tax Total:

Total Due: 3,766.67

remit payment to:
COUNTRY MUSIC FOUNDATION, INC.
222 FIFTH AVENUE SOUTH, NASHVILLE, TN 37203
615.416.2001 ext 2028
www.countrymusichalloffame.com

The Country Music Hall of Fame and Museum is operated by the Country Music Foundation, Inc.
a Section 501(c)(3) not-for-profit educational organization chartered by the state of Tennessee in 1964.

TWO
TWENTY

Two Twenty•Two Grill & Catering
222 Fifth Avenue South
Nashville, Tennessee 37203

INVOICE NO.

111201CCF

CATERING INVOICE

Name TN Housing Development Agency - FINAL
 Address 404 James Robertson Parkway Ste. 1200
 City Nashville State TN ZIP 37243
 Phone 615-815-2071
 E-mail mhowell@thda.org

Today's Date	12/21/2011
Event Date	12/1/2011
222 Rep.	Anna Van Mol
Cust.Contact	Meg Howell

QTY	DESCRIPTION	UNIT PRICE	TOTAL
225	"Melody" Lunch Buffet	\$30.00	\$6,750.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	TOTAL FOOD CHARGES		\$6,750.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	TOTAL BAR CHARGES		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	TOTAL LABOR CHARGES		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	TOTAL ADDITIONAL UPGRADES		\$0.00
			\$0.00
			\$0.00
			\$0.00
	TOTAL OPTIONAL SERVICES (NON-TAXABLE)		\$0.00
	21% Service Charge		\$1,417.50
	9.25% Sales Tax on All Non-Bar Costs		\$0.00
	Subtotal		\$8,167.50
	Less: Catering Deposit		(\$8,791.88)
	Total Due		(\$624.38)

Hall of Fame Grill & Catering, LLC
DBA Two Twenty-Two Grill & Catering
Federal Tax ID 27-0146678
Terms are Net 30

Thank you!

Invoice



231 Venture Circle
Nashville, TN 37228
(615) 244-3007 **phone**
(615) 726-2772 **fax**
www.GoldnerAssociates.com

Invoice Number	654096
Invoice Date	10/20/11
Customer's P/O Number	Gibson
Shipped Via	UPS / Truck Inside Delivery
Ship Date	10/17/11
Our Order Number	314694
Customer Number	839100
Salesman	087

Sold to: Attn: Josh Gibson
THDA
PREBILLED 652454 \$11,222.00
DNM

Ship to: See dropship list below
0

Ordered	Shipped	Item number	Description	Unit Price	Extended Price
100	100		Guitar Cheese Board (2 locations imprint)	25.30	2530.00
320	320		Guitar Cheese Board (1 location imprint)	23.95	7664.00
			SET UP CHARGE for 2nd location of imprint		68.00
				Subtotal	10262.00
				Shipping	960.00
				Sales tax	.00
				Total	11222.00
				Payments	.00
Terms: NET 10 DAYS				Amount due	11222.00

Original

Dareyl Adams

From: Meg Howell
Sent: Tuesday, September 04, 2012 2:28 PM
To: Dareyl Adams
Subject: FW: Employee Summer Event Details

From: Meg Howell
Sent: Monday, May 21, 2012 10:39 AM
To: THDA_All
Subject: Employee Summer Event Details

Good Morning Everyone,

The date for the Employee Summer Event(Picnic) has been set for **Friday, June 22nd** at Dave and Buster's. We will start with lunch at 11:00, then fun and games after that, and then ending with training. The event will be over at approximately 2:00 pm. Please use the voting buttons to let me know what activity you would like to participate in. You have a choice of either a game card (in the amount of \$40), bowling, or shopping. Please notice that shopping is one of the activities, so if you choose a game card or bowling you are asked to not go shopping until after the entire event is over. We hope that this will be an enjoyable event for everyone! Please let me know if you have any questions.

Thanks,

Meg Howell

Payroll, Recruitment and Retention Specialist
2071
HR Helpline – 2075
HR Help E-Mail – hrhelp@thda.org

Meg Howell

From: Meg Howell
Sent: Wednesday, June 20, 2012 9:37 AM
To: THDA_All
Subject: Details for Employee Summer Event (Picnic)

Good Morning Everyone,

I hope that you all are excited about our event this Friday. I wanted to give everyone the schedule and menu for the event. I will list the schedule below, but please plan to arrive by 11:00.

11:00 – lunch
12:00ish – activities (**this is based on the vote that you sent in to me – bowling, game card, or shopping**)
1:30 – training
2:00 – dismiss

Please plan on either returning back to the office or get permission from your supervisor to take annual leave for the remainder of your day.

Menu – Chicken parmesan with marinara and fresh mozzarella
Baked garlic ciabatta bread
Variety of Salads
Assorted mini desserts

Address – Dave and Busters
540 Opry Mills Drive
Nashville, TN 37214

If you have any further questions, please let me know.

Thanks,

Meg Howell

Payroll, Recruitment and Retention Specialist
2071
HR Helpline – 2075
HR Help E-Mail – hrhelp@thda.org

Dave & Buster's Special Event Contract

540 Opry Mills Drive
Nashville, TN 37214
Phone: 615-970-3806
Fax: 615-232-5022



THDA
THDA
Meg Howell

Event Date: 06/22/2012 11:00 AM

Booking Control: 8C91AFDCD594134AB4

Invoice #: 7925

Created Date: 06/21/2012 / 01:59:03 PM
(Central Time)

Page: 1 of 4

Account: THDA	Sales Person: Jessica Wilder
Contact: Meg Howell	Sales Person: 615-970-3807
	Telephone:
Address: 404 James Robertson Pkwy. Nashville, TN 37243	Booking Status: Definite
Phone: 615-815-2071	
Fax:	
Email: mhowell@thda.org	

Event Date	Time	Event Area	Event	Setup	ATT	GTD
Fri, 6/22/2012	11:00 AM - 2:00 PM	Showroom 2 and 3	Tuscan Picnic	See Notes	200	210
Fri, 6/22/2012	11:00 AM - 2:00 PM	Entire 9-Ball Lounge	Tuscan Picnic	See Notes	200	210
Fri, 6/22/2012	12:00 PM - 2:00 PM	Bowling Lanes 5-12	No Buffet	Booth Space	64	64

Setup Notes	Menu
<p>Thank you for booking your event at Dave & Buster's at Opry Mills.</p> <p>When you arrive the day of the event, let our staff at the front desk know that you are the host of the event so that we may contact the manager who will be working with you. Please plan to spend about 10 minutes with the manager when you arrive to review your paperwork and receive any Power Cards, Drink Tickets, or wristbands you may have requested. The manager will be checking in with you throughout the event - if you need anything at all, don't hesitate to ask! When your guests arrive for the event, they will also be greeted by our staff and directed to your space.</p> <p>**Please setup Registration Table in Hallway**</p> <p>AGENDA:</p> <p>11:00a Tuscan Picnic Buffet in SR 2/3 and 9Ball Lounge</p> <p>12:00p Bowling & Game Play in Midway</p> <p>12:30p D&B Staff to change setup in SR 2/3 to Theater Style Seating</p> <p>1:15p Meeting in SR 2/3 ((Needs Podium, Screen, & Mic))</p> <p>Please see Jessica with Questions</p>	<p>Tusean Picnie 11:00 AM - 2:00 PM Entire 9-Ball Lounge</p> <p>210 The Tusean Picnie at 11am @ \$13.49 per person Chicken parmesan with marinara and fresh mozzarella Baked garlic ciabatta bread A trio of freshly tossed salads; Caesar salad Antipasto alla Caprese with fresh mozzarella, tomatoes, and roasted peppers Spinach salad with mushrooms, red onions, candied pecans and smoked crispy bacon tossed with honey mustard dressing</p> <p>210 Unlimited coffee, tea and sodas @ \$2.59 per person Includes Fountain Sodas, pink lemonade, coffee, iced tea & hot tea. (D&B bottled Root Beer, Milk, juice & smoothies/virgin drink are billed at an extra cost, & are not included)</p> <p>210 Assorted mini desserts @ \$3.69 per person</p>
	Notes
	<p>Decorations: We do not allow confetti, glitter, silly string or other small particle items. We also request that you do not tape to the walls or artwork in the rooms. If you use small particles items, a \$150.00 Clean Up Fee will charged to the master account.</p> <p>Outside Cakes: No ice cream cakes allowed. There will be no refrigeration of outside cakes.</p> <p>Event Area Rental: Event area is reserved for the specific times agreed upon per the contract at time of signing. Should additional rental time be needed, it is based on availability @ \$50.00 per hour and must be approved the Manager on Duty. Otherwise, event areas</p>

Dave & Buster's
Special Event Contract

540 Opry Mills Drive
Nashville, TN 37214
Phone: 615-970-3806
Fax: 615-232-5022



THDA
THDA
Meg Howell

Event Date: 06/22/2012 11:00 AM

Booking Control: 8C91AFDCD594134AB4

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(Central Time)

Page: 2 of 4

Entertainment Notes

Tuscan Picnic 11:00 AM - 2:00 PM Entire 9-Ball Lounge

170 Double Play Power Cards (284.5chips per card) @ \$20.00 per person

Promotion coupon must be referenced at the time of booking, and presented at the time of the event. Double Play Power Cards are only available through Special Events and in conjunction with a regularly priced group buffet. Double Play Power Cards are available for events that occur between May 1, 2012 to July 29, 2012 only. Double Play Power Cards can not be combined with any other offer or used for credit or refunds for past or future events. Valid at participating locations only. A \$2.00 Activation Fee is required for all Power Cards.

170 Power Cards Activation Fee (Includes 10 bonus chips per card) @ \$2.00 per Card

Bowling Lane Rental - 8 lanes for 2 hours at \$50/hour @ \$50.00
When booking through Special Events your bowling shoe rental is included.

Socks can be purchase for additional fee of \$2.50 based on availability.

The addition of a bowling lane(s) and/or extended time will result in additional charges.

must be vacated at the time specified in the contract.

AV Equipment: If you are using any AV equipment from D&B, we recommend that you come by prior to the day of your event to test the communication between your laptop and the LCD Projector. Outside Vendors (DJ, etc) are not allowed to use our equipment. Additional items can be rented if needed.

Confirming Your Event: Please sign and return ALL pages of the contract. A form of payment is also required.

Beverage

Tuscan Picnic 11:00 AM - 2:00 PM Entire 9-Ball Lounge

THDA will not be providing nor promoting the consumption of alcoholic beverages at this event. Event host has requested not to have a bartender for this event and the Bartender Fee has been waived.

SUMMARY OF CHARGES

Dave & Buster's
Special Event Contract

540 Opry Mills Drive
Nashville, TN 37214
Phone: 615-970-3806
Fax: 615-232-5022



THDA
THDA
Meg Howell

Event Date: 06/22/2012 11:00 AM

Booking Control: 8C91AFDCD594134AB4

Invoice #: 7925

Created Date: 06/21/2012 / 01:59:03 PM
(Central Time)

Page: 3 of 4

Subtotal

Food

210 The Tuscan Picnic at 11am @ \$13.49	\$2,832.90
210 Unlimited coffee, tea and sodas @ \$2.59 Each	\$543.90
210 Assorted mini desserts @ \$3.69 Each	\$774.90
Subtotal Food:	\$4,151.70

Amusements

170 Double Play Power Cards (284.5 chips per card) @ \$20.00 Each	\$3,400.00
170 Power Cards Activation Fee (Includes 10 bonus chips per card) @ \$2.00 Card	\$340.00
16 Bowling Lane Rental - 8 lanes for 2 hours at \$50/hour @ \$50.00 Each	\$800.00

Entire 9-Ball Lounge Rental Fee	\$250.00
Showroom 2/3 Rental Fee	\$250.00
	\$0.00

\$4,000 - P.O. #12-1401
6/6/12

\$5,499.01 - P.O. #12-1465
6/21/12

\$1,440.00 - P.O. #12-1470
6/21/12

Subtotal:	\$9,191.70
Less Deposits:	\$4,000.00
Subtotal:	\$5,191.70
Tax:	\$0.00
Gratuity:	\$747.31
Balance Due:	\$5,939.01

Internal Memo



Leading Tennessee Home

To: Wayne Beard

From: Ted Fellman

Date: May 28, 2009

Regarding: Check Request

Ted Fellman

✓ 05290903
✓ 05290904

I am approving a check in the amount of \$75.00 to purchase gift cards for the THDA Picnic. Please make check payable to Target.

I am approving a check in the amount of \$75.00 to purchase gift cards for the THDA Picnic. Please make check payable to Wal-Mart.

Thanks for your assistance.

Meg Howell

MEH

Internal Memo



Leading Tennessee Home

To: Wayne Dickerson _____
From: Linda Jones _____
Date: 7/9/09 _____
Regarding: Check for gift cards _____

(Handwritten initials)

4

Wayne, as per the attached supply request from Vicki George/Laura Sinclair, please issue a check for \$250.00 to Kroger.

This is for five (5) \$50 gift cards to be given away at the HBEI Peer Event.

These cards are needed for Friday morning 7/10/09, so please issue the check today as soon as possible.

Thanks,
Linda Jones
Linda

07090901

7/9/09

Internal Memo



To: Wayne Beard, Director of Finance

From: Ted R. Fellman, Executive Director

Date: September 30, 2009

Regarding: Employee Recognition/Gift Cards

We have had a couple of impressive accomplishments during the past couple of months – both worthy of celebration. We have successfully transitioned into the new Edison system and we have been successful in lobbying HUD for a significant amount of additional funding for the Housing Choice Voucher program.

Several employees have been identified by their Director as being instrumental in one or both of these successes. To celebrate their work and express a more practical show of appreciation, I am presenting gift cards to each individual.

With this in mind, please process a check to Wal Mart in the amount of \$1,075.

Thank you for processing this request today. If you need additional information please let me know.

0930906

Internal Memo



Leading Tennessee Home

To: Wayne Beard

From: Meg Howell

Date: November 3, 2009

Regarding: Check Request

4
11030908

I am approving a check in the amount of \$100.00 be made out to Target for door prizes during the TECC event.

Thanks for your assistance.

TR/mh

APPROVED
Ted R. Allen
11-3-09

Internal Memo



To: Wayne Beard, Director of Finance

From: Ted R. Fellman, Executive Director

Date: November 4, 2009

Regarding: Employee Recognition/Gift Cards

Ted R. Fellman
11040901

We have recently completed a major system conversion in our Section 8 Contract Administration division. The staff had to work in both the old and new systems for several months until the conversion was complete. During this time they performed at a high level to ensure that Housing Assistance Payments were made timely and accurately and all other work in the division was completed as well. This is a significant accomplishment.

Cheryl Jett, the division director, has identified staff that were instrumental in this success. To celebrate their work and express a more practical show of appreciation, I am presenting gift cards to each individual.

With this in mind, please process a check to Target in the amount of \$950.

Thank you for processing this request today. If you need additional information please let me know.

Internal Memo



Leading Tennessee Home

To: Wayne Beard, Director of Finance
From: Ted R. Fellman, Executive Director
Date: November 18, 2009
Regarding: Employee Recognition/Gift Cards

THDA recently conducted its 5th annual Governor's Housing Summit and the event was very successful. Several staff within the Public Affairs division went "above and beyond" in working on the Summit to ensure the event was successful.

In addition, several THDA staff has taken on additional responsibilities throughout the year by serving as Safety Officers for their floors. These duties are important because THDA takes employee safety very seriously. These safety officers attended training, conducted evacuation tests and agreed to be responsible for their co-workers during emergency situations.

In both of these cases we have identified the staff that was instrumental in making both initiatives successful. To celebrate their work and express a more practical show of appreciation, I am presenting gift cards to each individual.

With this in mind, please process a check to Wal-Mart in the amount of \$900.

Thank you for processing this request. If you need additional information please let me know.

11180905

Internal Memo



Leading Tennessee Home

To: Wayne Beard

From: Meg Howell

Date: November 24, 2009

Regarding: Check Request

✓ 11250901

I am approving a check in the amount of \$5125.00 be made out to WalMart for Employee Appreciation Gifts.

Thanks for your assistance.

TRF/mh

APPROVED
Ted R. [Signature]
11-24-09

\$25 gift cards to staff

Internal Memo



Leading Tennessee Home

To: Wayne Beard

From: Meg Howell

Date: December 1, 2009

Regarding: Check Request

I am approving a check in the amount of \$250.00 be made out to WalMart for the TECC final drawing.

Thanks for your assistance.

TRF/mh

APPROVED
TRF
12-1-09

✓
12020901

Internal Memo



To: Wayne Beard, Director of Finance
From: Ted R. Fellman, Executive Director
Date: December 23, 2009
Regarding: Employee Recognition / Gift Card

Leading Tennessee Home

Today THDA closed on bond issue 2009 A/B, a \$400 million deal that involved the newly created New Issuance Bond Program (NIBP).

The NIBP created an opportunity for THDA, but it was also extremely difficult to implement because of the complexity of dealing with a new federal program (including daily changes to guidance and expectations) and the short timelines by which the transaction (and all the work leading up to the final closing) had to be accomplished.

Deb Sanders, the Legal Executive Assistant for THDA, went "above and beyond" in fulfilling her duties during this bond transaction. According to Lynn Miller "this deal absolutely could not have gotten done without Deb ... she went above and beyond to make sure we met our timetable and she did it with grace and good humor."

To celebrate Deb's work and express a more practical show of appreciation, I am presenting a gift card to her. With this in mind please process a check to Wal Mart in the amount of \$150.

Thank you for processing this request. If you need additional information please let me know.

✓
12280901

Internal Memo



To: Wayne Beard

From: Meg Howell

Date: March 19, 2010

Regarding: Check Request

I am approving a check in the amount of \$40.00 made payable to Target for employee prizes.

Thanks for your assistance.

TRF/mh

03 221001

Internal Memo



Leading Tennessee Home

To: Wayne Beard

From: Meg Howell

Date: June 1, 2010

Regarding: Check Request

Ter R. Zellmer

Our agency has been collecting money from our employees to help our co-workers who have been affected by the flood. The money (\$4600.00) collected from our co-workers will be deposited into THDA's Trustee account. I am requesting that checks be made out to the vendors listed below :

Wal-Mart : \$1100.00 - 06021002 ✓
Target - \$1100.00 - 06021003 ✓
Lowe's - \$1210.00 - 06021004 ✓
Bed, Bath & Beyond - \$280.00 - 06021005 ✓ V= 2641 - CIR= 99975
Macy's - \$360.00 - 06021006 ✓ V= 2642 - CIR= 99977
Home Depot - \$350.00 - 06021007 ✓ V= 2643 - CIR= 99978
JCPenney - \$200.00 - 06021008 ✓ V= 2644 - CIR= 99979

Thanks for your assistance.

TRF/mh

Operations Use Only

Vendor: Carmike Cinemas

Address:

Phone:

Fax:

E-mail:



Purchase Order

11-0155

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1700

Nashville, TN 37219

(615) 315-2200

PO # Must be on Invoice!

Division:

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1	Check made payable to Carmike Cinemas			21.00	
	<i>Order # 2775</i>				
	<i>Cross Ref # 103879</i>				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total \$21.00

Comments

This is for Cheryl Brown who won this prize during the Easter Egg Hunt

Must Have Part No.

Requested by: Meg Howell *[Signature]*

Division Director: *[Signature]*

Over \$1,000 -CFO:

Over \$2,000-Ex Director:

Date:

5/13/11

5/16/11

Buyer

Operations Use Only

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Operations Use Only

Vendor: _____

Address: _____

Phone: _____

Fax: _____

Email: _____



Purchase Order

12-306

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

PO # Must be on Invoice!

Division: _____

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
12	Gift Cards to Wal-Mart; each for \$100.00		100.00	1200.00	

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total _____

Comments:

HBEI Peer Session

need 9/7/11

Must Have Part No.

Requested by: Lindsay Pully

Division Director: _____

Over \$1,000 -CFO: _____

Over \$2,000-Ex Director: _____

Date: _____

Buyer: _____

Operations Use Only:

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Operations Use Only

Vendor: Wal-Mart

Address: _____

Phone: _____

Fax: _____

Email: _____



Purchase Order

13-0055

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

7-12-12

PO # Must be on Invoice!

Division: Single Family

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
	Please make check to: Wal-Mart			1500.00	
	Need Gift Cards for HBEI Peer Session 14 @ \$100.00 1 @ \$50.00				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total 1500.00

Comments:

These items are for drawings at the Peer Session event. Funds are offset by sponsorship funds. Please deliver check to Nancy Herndon.

Need by 4:00 p.m. Friday

Must Have Part No.

Date:

7/12/12

7/12/12

7/12/12

Requested by: Lindsay Hall

Division Director: [Signature]

Over \$1,000 -CFO: [Signature]

Over \$2,000-Ex Director: _____

Buyer: _____

Received By: 62646

Date Received: 7/12/12

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Operations Use Only

Vendor: Promotions

Address: by George

Phone: _____

Fax: _____

Email: _____



Purchase Order

12-0505

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

PO # Must be on Invoice!

Division: Human Resources

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
128	Logo Wear Embroidered Items 50% Payment				
	This PO is for 1/2 of the total amount (as a deposit) Another request / PO will be issued when order is complete.				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total \$2312.01

Comments:

This purchase is to pay for logo wear given to new staff & staff that interfaces regularly with public per Ted.

Must Have Part No.

Requested by: Monti McClellan

Division Director: _____

Over \$1,000 -CFO: _____

Over \$2,000-Ex Director: _____

Date:

10/19/11

10/19/11

Operations Use Only:

618 48

10/20/11

Buyer: _____

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.



Promotions by George

163 Clarendon Circle
Franklin, TN 37069

Phone # 615-446-5539

georgespromotionsbygeorge.com

Fax # 615-446-0076

www.promotionsbygeorge.com

11/5/2011

11/6/11

Tennessee Housing Development Agency
Monti McClellan
404 James Robertson Parkway Towers
Nashville, TN 37243-0900

Tennessee Housing Development Agency
Monti McClellan
404 James Robertson Parkway Towers
Suite 1200
Nashville, TN 37243-0900

11/09/11		Net 15	CZ	10/26/2011	UPS Ground
5	354064	Nike Ladies Dry Fit	30.34		131.70T
10	373749	Nike Dry-fit Pebble Texture Sport Short	30.34		303.40T
2	373749	Nike Dry-fit Pebble Texture Sport Short (2XL)	33.34		66.68T
2	373749	Nike Dry-fit Pebble Texture Sport Short (3XL)	36.34		72.68T
1	373749	Nike Dry-fit Pebble Texture Sport Short (4XL)	39.34		78.68T
3	F220	PA 1/4 Zip Pullover	38.98		116.94T
3	J764	PA Legacy Jacket	45.98		137.94T
1	J764	PA Legacy Jacket (2XL)	48.98		48.98T
1	J764	PA Legacy Jacket (3XL)	51.98		51.98T
2	K800	PA Super Soft Sport Short	26.84		53.68T
13	L221	PA Ladies Full Zip Jacket	39.66		516.74T
1	L221	PA Ladies Full Zip Jacket (2XL)	41.98		41.98T
5	L515	PA Ladies Cardigan	26.34		131.70T
1	L516C	PA Ladies Scoop Tee	19.84		19.84T
1	L517	PA Ladies 3/4 Sleeve	21.58		21.58T
2	L518	PA Ladies LS Scoop Tee	21.58		43.16T
10	L519	PA Ladies Full Zip Jacket	31.98		319.80T
1	L519	PA Ladies Full Zip Jacket (2XL)	34.98		34.98T
1	L519	PA Ladies Full Zip Jacket (3XL)	37.98		37.98T
4	L612	PA Ladies 3/4 Sleeve Short	23.34		93.36T
1	L628	PA Ladies Open Neck Blouse	30.34		30.34T
3	L629	PA Ladies 3/4 Sleeve Open Neck	30.34		91.02T
1	L629	PA Ladies 3/4 Sleeve Open Neck (3XL)	36.34		36.34T
32	L764	PA Ladies Legacy Jacket	15.96		1471.36T
4	L764	PA Ladies Legacy Jacket (2XL)	48.98		195.92T
4	L800	PA Ladies Soft Polo	26.34		105.36T
I appreciate your business! George			Subtotal		
			Sales Tax (0.0%)		
			Total		
			Payments/Credits		
			Balance Due		



Promotions by George

163 Clarendon Circle
Franklin, TN 37069

Phone # 615 846-5539
Fax # 615 309-8076

george@promotionsbygeorge.com
www.promotionsbygeorge.com

11/5/2011

11069

Tennessee Housing Development Agency
Monti McClellan
404 James Robertson Parkway Towers
Nashville, TN 37243-0900

Tennessee Housing Development Agency
Monti McClellan
404 James Robertson Parkway Towers
Suite 1200
Nashville, TN 37243-0900

Invoice #		Terms		Ship to	
11069		Net 15		UTS Ground	
Qty	Item Code	Description	Unit Price	Total Price	Net Price
1	L800	PA Ladies Soft Polo (2XL)	29.84	29.84T	
1	5508	PA S/S Easy Care	23.34	23.34T	
1	5508	PA S/S Easy Care (2XL)	26.34	26.34T	
2	5608	PA L/S Easy Care	23.34	163.38T	
3	SW276	PA Sweater Vest	31.98	95.94T	
1	SW276	PA Sweater Vest (2XL)	34.98	34.98T	
1	Digitization	Digitization	68.00	68.00T	
1	S&H	Shipping & Handling	67.76	67.76T	
I appreciate your business! George			Subtotal		
			Sales Tax (0.0%)		
			Total		
			Payments/Credits		
			Balance Due		



Promotions by George

163 Clarendon Circle
Franklin, TN 37069

Phone # 615-346-5534

georgespromosbygeorge.com

Fax # 615-309-8076

www.promosbygeorge.com

1699.14

✓

Invoice

3/9/2012

12020

Shelly Kitts
Tennessee Housing Development Agency
404 James Robertson Parkway Towers
Nashville, TN 37243-0900

Tennessee Housing Development Agency
404 James Robertson Parkway Towers
Suite 1200
Nashville, TN 37243-0900
attn: Shelly Kitts

12020		Net 15		GZ	2/22/2012	UPS Ground
250	69718	18 oz Poly Saver Matte Bottle		1.85		462.50T
1	Set Up	Reorder Set Up		45.00		45.00T
1	Proof	Digital Proof		10.00		10.00T
1	G&H	Shipping & Handling		63.69		63.69T
				<div>Ted Keller 3-15-12</div>		
I appreciate your business! George				Subtotal		\$581.19
				Sales Tax (0.0%)		\$0.00
				Total		\$581.19
				Payments/Credits		\$0.00
				Balance Due		\$581.19

Ted Keller
3-15-12



Promotions by George

163 Clarendon Circle
Franklin, TN 37069

Phone # 615-816-3539

george@promosbygeorge.com

Fax # 615-309-8076

www.promosbygeorge.com

Invoice

3/12/2012	12019
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Shelly Kitts
Tennessee Housing Development Agency
404 James Robertson Parkway Towers
Nashville, TN 37243-0990

Tennessee Housing Development Agency
404 James Robertson Parkway Towers
Suite 4209
Nashville, TN 37243-0990
attn: Shelly Kitts

12019	Net 15	GZ	2/27/2012	10% Credit
12 4625	Pedurance Locker Duffel		32.98	345.76T
1 Digitization	Embroidery Set Up		18.00	18.00T
1 S&H	Shipping & Handling		17.94	17.94T
Total				
Subtotal				\$501.70
Sales Tax (0.0%)				\$0.00
Total				\$501.70
Payments/Credits				\$0.00
Balance Due				\$501.70



Promotions by George

163 Clarendon Circle
Franklin, TN 37069

Phone # 615-846-5539
Fax # 615-309-8076

george@promosbygeorge.com
www.promosbygeorge.com

Invoice

3/9/2012

12021

Shelly Kitts
Tennessee Housing Development Agency
404 James Robertson Parkway Towers
Nashville, TN 37243-0900

Tennessee Housing Development Agency
404 James Robertson Parkway Towers
Suite 1200
Nashville, TN 37243-0900
attn: Shelly Kitts

12021		Net 15	GZ	2/24/2012	Federal Express
250	DRAWBKSK	Drawstring Back Pack		2.09	522.50T
1	Set Up	Set Up		50.00	50.00T
1	Proof	Email Proof		10.00	10.00T
1	S&H	Shipping & Handling		33.75	33.75T
<p>Cost Center to be charged?</p> <p>EXECUTIVE</p> <p><i>Tom R. [Signature]</i></p> <p>3-15-12</p>					
I appreciate your business! George				Subtotal	\$616.25
				Sales Tax (0.0%)	\$0.00
				Total	\$616.25
				Payments/Credits	\$0.00
				Balance Due	\$616.25

Gifts Not Forgotten

559 Turtle Creek Dr.
Brentwood, TN
37027 615-661-5140

Invoice

Date	Invoice #
3/18/2010	7486

Bill To

TN Housing Development Agency
404 James Robertson Parkway
Ste 1200
Nashville, TN
37243-0900

✓
03061002

P.O. No.	Terms	Project
Patricia Smith	Net 15	

Quantity	Description	Rate	Amount
5,000	Royal blue junior padfolio with 1/color imprinting	2.90	14,500.00
	Set-up Charge	50.00	50.00
	Sub total of services		14,550.00
	Shipping & Handling	1,457.00	1,457.00
	Exempt From Sales & Use Tax	0.00	0.00
		Total	\$16,007.00

CK
TMS
3/25/10

JP 3/26/11

Gifts Not Forgotten

559 Turtle Creek Dr.
Brentwood, TN
37027 615-661-5140

Invoice

Date	Invoice #
10/22/2010	7543

Bill To
TN Housing Development Agency 404 James Robertson Parkway Ste 1200 Nashville, TN 37243-0900

✓
11121003

P.O. No.	Terms	Project
Debby Beard	Net 15	

Quantity	Description	Rate	Amount
2,000	Red translucent/silver multi tip screwdriver tool with LED light.	1.59	3,180.00
	One side/one location imprinting	50.00	50.00
	Set-up Charge	265.34	265.34
	Shipping & Handling	0.00	0.00
	Exempt From Sales & Use Tax		
# 3495 34 CE 14 11/4/10 PMS			
Total			\$3,495.34

Operations Use Only

Vendor: Pasta Shoppe
 Address: 2727 Eugenia
Nashville TN 37211
 Phone: 800-247-0188
 Fax: _____
 Email: john@pastashoppe.com



Purchase Order

12-0370

Tennessee Housing Development Agency
 404 James Robertson Pkwy Ste 1200
 Nashville, TN 37219
 (615) 815-2200

PO # Must be on Invoice!

Division: Public Affairs

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1,000	pasta - houses & hearts				\$2,000.00
	no cost for shipping; will be picked up by THDA				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total \$2,000.00

Comments:

Must Have Part No.

Requested by: Lisa Crowell

Division Director: Patricia M. Smith

Over \$1,000 - CFO: HP

Over \$2,000-Ex Director: _____

Date:

9-19-11

9-19-11

9/20/11

Buyer: _____

Operations Use Only:

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Operations Use Only

Vendor: Bacon+Caviar Inc.

Address: _____

Phone: _____

Fax: _____

Email: _____



Purchase Order

12-1433

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

6-14-12

PO # Must be on Invoice!

Division: Contract Administration

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1	Lunch payment - BBQ Market				87.01

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total 87.01

Comments:

This is a check request for payment of lunch catered by BBQ Market for an all-day meeting June 15, 2012. We will need the check by close of business here on Thursday, June 14, 2012. Thank you!

Must Have Part No.

Requested by: Becky Roberts

Division Director: Cheryl Galt

Over \$1,000 -CFO: _____

Over \$2,000-Ex Director: _____

Date:

6/13/12

6/14/12

Date Received:

Buyer: _____

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

BACON & CAVIAR, INC./B & C
 BRO
 2617 Franklin Pike Unit #112
 Nashville, TN 37204

Invoice

Date
6/14/2012

Bill To
Tn Housing Development Association

Terms	Project
	061512 Tn housing ...

Item	Quantity	Description	Rate	Amount
Lunch	1	brisket plate	8.99	8.99
Lunch	1	vegetable plate	4.25	4.25
Lunch	7	chicken plate	7.75	54.25
Lunch	9	drinks	1.35	12.15
Sales Tax	79.64		0.0925	7.37
			Total	\$87.01
			Payments/Credits	\$0.00
			Balance Due	\$87.01
			Job Total Balance	\$87.01

Phone #	Fax #	E-mail
615-457-3473	615-457-3475	baconandcaviar@gmail.com

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To print this report, please use your browser's print feature.

PeopleSoft.

Expense Report

0000397538

Theodore Fellman

EmplID: REDACTED

Report Date: 07/13/2011 4:02:43PM **Status:** Pending

Description: Dinner with New Board Chair

Business Purpose: Executive Management Functions

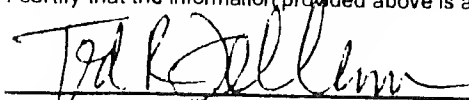
Comment: Dinner with New THDA Board of Directors' Chairman and Senior Staff

<u>Date</u>	<u>Expense Type</u>	<u>Merchant</u>	<u>Location</u>	<u>Amount</u>	<u>Currency</u>
07/12/2011	Food for Others			149.48	USD

Expense Report Totals

Employee Expenses:	149.48 USD	Total Due Employee:	149.48 USD
Non-Reimbursable Expenses:	0.00 USD	Total Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

I certify that the information provided above is an accurate record of expenses incurred.

 7-13-2011

Employee Signature Date

Approved By Date

[Return to Expense Report Entry](#)

SUNSET GRILL
www.sunsetgrill.com
2001A Belcourt Ave
Nashville, TN 37212
6153863663 IN 3

Server: BO DOB: 07/12/2011
07:15 PM 07/12/2011
Table 15/1 6760029

Age: 3145741
DOB: **REDACTED**
Age: 06 card present: fellman theodore r
Approval: 000961

Amount: 124.40
+ Tip: 25.00
= Total: 149.40

Approval: 000961

Gift Cards available
Book your Holiday Party
Reservations Now
Thank you for joining us!

CUSTOMER COPY

Internal Memo



To: Donna Sherrell through Joe Brown
From: Jeboria Scott
Date: August 21, 2009
Regarding: Check Request—Chattanooga Riverboat

The Rental Assistance division will be attending a Chattanooga Riverboat Dinner Cruise on September 1, 2009, as a part of our statewide meeting. The Rental Assistance employees have been asked to make a \$5.00 contribution as well as the total cost of any guests (\$25.00/person) to cover a part of the cost for this event. The agency is paying \$20. per person for 65 employees. Employees will be instructed to remove the dinner portion of their per diem from their travel claims.

Ted has approved this group activity. This is the amended version of this memo. I am requesting a check for the Chattanooga Riverboat Co. in the amount of **\$1,787.04**. The check should be made payable to the address and company listed below:

Chattanooga Riverboat Co.
201 Riverfront Parkway, pier 2
Chattanooga, TN 37402

Tax ID # 62-1198088

8/27/09

08 270902

*V = 2509
C/R = 9534*



Great Smoky Mountain
Murder Mystery Dinner Show
Murder, LLC
2682 Teaster Lane
Pigeon Forge, TN 37863
Phone: 866-908-1050
Fax: 865-908-7363

Invoice

TN Housing Development Agency

Phone: 815-815-2184

Cell:

Fax:

jscott@thda.org

Company: TN Housing Development Agency

Name: Jeboria Scott

Address:

Date	Description	Quantity	Price	Total
1/18/2011	Group Tickets-tax exempt	46	\$29.18	\$1342.28

Payment/Credit

Date	Description	Amount
1/18/2011		
Total Credit:		

Show Info

Date of Show: 5/10/2011

Show Time: 5:00pm

- ☐ Frankly Scarlett, You're Dead
☐ Murder on American Idle
☐ Whodunnit Lucy

Special Requests

Please arrive at theater no later than
4:30pm!!

Amount Due: \$1,342.28

Due Date: 4/26/2011



Internal Memo

To: Trent Ridley
From: Jeboria Scott
Date: Friday, April 29, 2011
Regarding: Check Request-Dinner Show

The Rental Assistance division will be attending a Great Smokey Mountain Murder Mystery Dinner Show on May 10, 2011 as a part of our S8RA Statewide Meeting group activity. The Rental Assistance employees have been asked to make a \$6.15 contribution and will use their per diem meal allotment to cover the cost for this event. Each invited guest will pay the full group rate. The agency is asked to make check payable to the company listed below in the amount of \$29.18 per person for 46 participants. Employees will be instructed to remove the dinner portion of their per diem from their travel claims.

Ted has approved this group activity and the contract is attached to this memo. I am requesting a check in the amount of \$1,342.28. The total amount has changed because additional staff members have decided to attend. The check should be made payable to the address and company listed below:

Great Smokey Mountain Murder Mystery Dinner Show
2682 Teaster Lane
Pigeon Forge, TN 37863
(865) 908-7363

Tax ID # 27-1206542

Vendor # 2771
C/R # 1038 103686

Operations Use Only

Vendor: Tusculum Lanes

Address: _____

Phone: _____

Fax: _____

Email: _____



Purchase Order

12-0483

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

JP
10-13-11

PO # Must be on Invoice!

Division: Executive

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
1	Check made payable to Tusculum Lanes			167.99	
	Need today 10-13-11 per Meg				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total _____

Comments:

This check is for the Janice Mash Gutter Duster Classic. The employees have paid Meg Howell in cash/check and these funds will be given to Fiscal to be placed on the check log.

Must Have Part No.

Requested by: Meg Howell

Division Director: _____

Over \$1,000 -CFO: _____

Over \$2,000-Ex Director: Ted R. Adell

Date:

10/13/11

Buyer: _____

Operations Use Only:

61827 10/13/11

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.



Ron Culberson, MSW, CSP
Speaker, Author, Humorist

It's not about the days in your life, but the life in your days. - Abraham Lincoln

INVOICE

Date: July 24, 2012

Patricia M. Smith
TN Housing Development Agency
404 James Robertson Pkwy., Suite 1200
Nashville TN 37243

Please remit payment for the following service(s):

Date	Service	Fee
October 10, 2012	50% Deposit for speaking fee.	\$4,000.00
	Contract# 31620-00155	
	Total Due:	\$4,000.00

To avoid a visit from our cousin Bubba, payment is due: Upon receipt.

Please make check payable to FUNsulting, etc.

Thank you.

Patricia M. Smith
7/25/12

12698
8/1/12



Post Office Box 120246
Nashville, Tennessee 37212
(615) 525 5515

INVOICE

Tennessee Housing Development Agency
Accounts Payable
404 James Robertson Parkway
Suite 1200
Nashville, TN 37243-0090
Attention: Accounts Payable

11 250902

Invoice Number: 9161
Invoice Date: November 12, 2009
Invoice Period: October 1- November 15, 2009
Contract Number: 31620-003
Account Name: Tennessee Housing Development Agency: Human Resources
Account/Customer #: none
Contractor Name: Primary Leadership, LLC
EIN#: 20-2123981
Contact Name: Primary Leadership, LLC
Contractor Contact: Mark Cappellino, 615-383-9886
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
19	Coaching Sessions (Hour 6) – 1 hrs. ea.	\$400/hr	\$7,600
24	November 9 & 10 Workshop – 2 facilitators x 12 hours each	\$400/hr	\$9,600

Total due upon receipt **\$17,200**

Thank you for your confidence and your business!

MJ Cappellino

INVOICE

Tennessee Housing Development Agency
Accounts Payable
404 James Robertson Parkway
Suite 1200
Nashville, TN 37243-0090
Attention: Accounts Payable

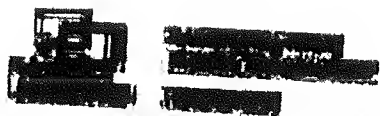
Invoice Number: 9167
Invoice Date: December 17, 2009
Invoice Period: December 15 - December 16, 2009
Contract Number: No Contract # on Contract – please see Tracye Mayolo
Account Name: Tennessee Housing Development Agency: Human Resources
Account/Customer #: none
Contractor Name: Primary Leadership, LLC
EIN#: 20-2123981
Contact Name: Primary Leadership, LLC
Contractor Contact: Mark Cappellino, 615-383-9886
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
1	Creating a Feedback Culture Workshop 9:00am -1:00pm (4 hours) December 15, 2009	\$400/hr	\$1,600

Total due upon receipt **\$1,600**

Thank you for your confidence and your business!

MJ Cappellino



4
02031001

INVOICE

Tennessee Housing Development Agency
Accounts Payable
404 James Robertson Parkway
Suite 1200
Nashville, TN 37243-0090
Attention: Accounts Payable

Invoice Number: 10101
Invoice Date: February 8, 2010
Invoice Period: December 17, 2009 – February 5, 2010
Contract Number: 31620-065-10
Account Name: Tennessee Housing Development Agency: Human Resources
Account/Customer #: none
Contractor Name: Primary Leadership, LLC
EIN#: 20-2123981
Contact Name: Primary Leadership, LLC
Contractor Contact: Mark Cappellino, 615-383-9886
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
20	Additional Coaching Hours Ridley (2), Brown (2), Smith (1), Mayolo (6), Lucas (3), Halloway (2), Jett (3), Salazar (1)	\$400/hr	\$8,000
1	Overall Organizational Assessment (per contract item A.4)	\$5,000	\$5,000
Total due upon receipt			\$13,000

AM

Thank you for your confidence and your business!
mJ Cappellino

INVOICE

Tennessee Housing Development Agency
Accounts Payable
404 James Robertson Parkway
Suite 1200
Nashville, TN 37243-0090
Attention: Accounts Payable

Invoice Number: 10115
Invoice Date: March 4, 2010
Invoice Period: February 6, 2009 – March 10, 2010
Contract Number: 31620-065-10
Account Name: Tennessee Housing Development Agency: Human Resources
Account/Customer #: none
Contractor Name: Primary Leadership, LLC
EIN#: 20-2123981
Contact Name: Primary Leadership, LLC
Contractor Contact: Mark Cappellino, 615-383-9886
Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
16	One-Day Workshop – March 2, 2010 2 facilitators x 8 hours each	\$400/hr	\$6,400
7	Ridley (1), Brown (1), Smith (1), Jett (3), Salazar (1)	\$400/hr	\$2,800

Total due upon receipt **\$9,200**

Thank you for your confidence and your business!

MJ Cappellino



Post Office Box 120246
Nashville, Tennessee 37212

(615) 525 5515

INVOICE

Tennessee Housing Development Agency
Accounts Payable
404 James Robertson Parkway
Suite 1200
Nashville, TN 37243-0090
Attention: Accounts Payable

Invoice Number: 10119

Invoice Date: April 8, 2010

Invoice Period: March 11, 2010 through April 7, 2010

Contract Number: 31620-065-10

Account Name: Tennessee Housing Development Agency: Human Resources

Account/Customer #: none

Contractor Name: Primary Leadership, LLC

EIN#: 20-2123981

Contact Name: Primary Leadership, LLC

Contractor Contact: Mark Cappellino, 615-383-9886

Contractor Remittance Address: PO Box 120246, Nashville, TN 37212-0246

Quantity	Description	Unit Price	Total
7	Ridley (2), Mayolo (2), Salazar (2), Lucas (1)	\$400/hr	\$2,800

Total due upon receipt

\$2,800

Thank you for your confidence and your business!

MJ Cappellino

Sept. 27, 4:15

- 5) Any document summarizing the total budget/expenditures specifically for the Lender Appreciation events in 2011.

2011 Lender Appreciation Events

Feb. 22 Memphis area Embassy Suites / Grisanti's

Dinner – 3,533.58; beverages – 751.11; gifts - messenger bag and a book

staff accommodations – 1,229.16

March 10 Nashville area Maggiano's

Dinner – 3,605.25; beverages - 1,062.70 gifts – messenger bag and a book

March 13 MIG Crowne Plaza / The Foundry

Dinner - 1,667.50; beverages 907; gifts - duffel bag, blanket and book

staff accommodations - \$2,540.16

March 14 Knoxville area Crowne Plaza / The Foundry

Dinner 2,744.60; beverages 310; gifts - messenger bag and a book

staff accommodations \$2540.16

Beverage sponsorship \$4,500

Blankets - \$990

Duffels - \$800

Books - \$1,069.20

Messenger bags - \$510

Lender Appreciation Ads

Knoxville - \$8,318.40

Memphis \$4,444.20

Nashville – \$4,000

Murfreesboro \$1,220

Chattanooga \$6,497.62

Jackson \$1,220

Johnson City \$375

Clarksville \$1,220

Sponsor

CSG	Summit	2,500
Kutak, Rock	Summit	1,000
Dan Rosen, Merri	Summit	2,500
MKeegan	Summit	5,000
UBS. Baumrin	Summit	0

2006

SPONSORS	2008 EVENT	PROPOSED	RECEIVED	AMOUNT	T You
KUTAK ROCK	LENDER APPRECIATION DINNER		3/6/2008	\$1,000.00	3/18/2008
Regions	HBEI Peer to Peer		8-Sep	5,000	9/16/2008
Morgan Keegan	LENDER APPRECIATION DINNER				

2009 events					
RBC	LENDER APPRECIATION DINNER		9-Mar	\$1,500	yes
Morgan Keegan	Lender Appreciation			660.64	yes
Citi	Summit			1,000	
2010 Events					
Morgan Keegan	Memphis Lender Appreciation			\$750	yes
RBC	Lender Appreciation \$500 and Summit \$1,000			1,500	Baumrin and Hoeppner
CSG	Lender Appreciation			\$500	more later for Summit
Kutak Rock	Lender Appreciation	500	28-Apr	\$500	LA plus credit to Summ TY 4-28

2011

Morgan Keegan	Lender Appreciation	2/11/2011	1,500	Don Peterson
Caine Mitter	Lender Appreciation	2/25/2011	500	

BofA Merrill Lynch	Lender Appreciation	2/25/2011	1.000	Dan Rosen
RBC	Lender Appreciation	3/15/2011	1.500	Michael Baumrin
Kutak Rock	May Board meeting, and more (Summit) 01/xx/11	4/25/2011	2.000 yes	Dave Amsden



EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center

1200 Conference Center Boulevard Murfreesboro, TN US 37129

Phone: 615-890-4464 - Fax: 615-216-5442

Check#: 1098-LCAT

Page: 1 of 2

Created: 2/11/2009

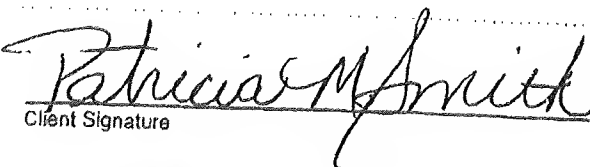
Banquet Check

Account: TN Housing Development Agency	Event Date: 2/12/2009
Post As: THDA Lender Appreciation Dinner	Contact: Ms. Patricia Smith
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243	Phone: (615) 815-2185
	Fax: (615) 564-2700
Payment Method: Direct Bill all Charges	On-Site: Ms. Patricia Smith
Catering Mgr: TVS	Phone: (615) 815-2185
	Fax: (615) 564-2700

Quantity	Food	Price	Amount
40	Two Entree Dinner Buffet	38.00 Per person	1,520.00
		Subtotal:	1,520.00
		Service Charge %: 22.00	334.40
		Tax %: 9.75	180.80
		Total:	2,035.20

Quantity	Miscellaneous	Price	Amount
1	Standing Podium - set at the front of the room	25.00 per each	25.00
1	Bartender Fee	100.00 each	100.00
		Subtotal:	125.00
		Service Charge %: 22.00	27.50
		Tax %: 9.75	14.87
		Total:	167.37

	Room Rental	Price	Amount
Room:	Pre-Convene B		
Room:	Oakleigh A		
Room:	Oakleigh A		
Room:	Oakleigh A		
	Function: REG		
	Function: DIN	200.00	200.00
	Function: HOST		
		Subtotal:	200.00
		Service Charge %: 22.00	44.00
		Tax %: 9.75	23.79
		Total:	267.79


Client Signature

2/12/09
Date



EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center

1200 Conference Center Boulevard Murfreesboro, TN US 37129

Phone: 615-890-4484 - Fax: 615-216-5442

Check#: 1098-LCAT

Page: 1 of 1

Created: 2/12/2009

Banquet Check

Account: TN Housing Development Agency	Event Date: 2/12/2009
Post As: THDA Lender Appreciation Dinner	Contact: Ms. Patricia Smith
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243	Phone: (615) 815-2185
	Fax: (615) 564-2700
Payment Method: Direct Bill all Charges	On-Site: Ms. Patricia Smith
Catering Mgr: TVS	Phone: (615) 815-2185
	Fax: (615) 564-2700

Quantity	Beverage	Price	Amount
7	Bottled Domestic Beer	4.00 bottle	28.00
3	Soft Drinks	3.00 bottle	9.00
Subtotal:			37.00
Service Charge %: 22.00			8.14
Tax %: 9.75			4.40
Total:			49.54

Quantity	Beverage	Price	Amount
36	Premium Well Brands	4.75 drink	171.00
19	Tier 2 Wine		118.75
			289.75
			63.75
			34.47
			43.46
			431.43
			480.97
			480.97

The Bluffs

Let's make it a party

WEDDINGS & CATERING

Patricia M. Smith
Client Signature

2/12/09
Date

Innium Maxwell House Hotel - Nash

2025 Rosa L. Parks Boulevard Nashville, TN USA 37228
Phone: (615) 259-4343 - Fax: (615) 254-8727

Check#: 15,126
Page: 1 of 1
Created: 2/17/2009

Banquet Check -

Account: Tennessee Housing Development Agency	Event Date: 2/17/2009
Post As: THDA Lender's Appreciation Dinner	Contact: Ms. Patricia Smith
BEO Name: THDA Lender's Appreciation Dinner	Phone: (615) 815-2185
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243-0900	Fax: (615) 253-6406
	On-Site:

2/17/2009	5:30pm- 8:15pm	Crown Ballroom	Reception	40	75	0.00
2/17/2009	6:15pm- 8:30pm	Crown Ballroom	Dinner	40	75	0.00

Quantity	Food	Price	SubTotal	Total
75	Dinner Buffet - Three Entrees	39.95 Per person	2,996.25	
	TOTAL FOOD		2,996.25	
	Service Charge: 22.00%		659.18	
	Tax: 9.25%		338.13	
				3,993.56

Quantity	Audio Visual	Price	SubTotal	Total
1	Wired Podium Microphone	35.00 ++ Each	35.00	
	TOTAL		35.00	
	Service Charge: 22.00%		7.70	
	Tax: 9.25%		3.95	
				46.65

Room Rental	Price	SubTotal	Total
Room: Crown Ballroom			
Room: Crown Ballroom			
	TOTAL	0.00	
	Room Rental Tax: 9.25%	0.00	
			0.00

Total Charges:	3,031.25
Total Service Charges:	666.88
Total Taxes:	342.08
Grand Total:	4,040.21
Balance Due:	4,040.21

Patricia M. Smith
Client Signature

2/17/09
Date

Innium Maxwell House Hotel - Nash

2025 Rosa L. Parks Boulevard Nashville, TN USA 37228
Phone: (615) 259-4343 - Fax: (615) 254-8727

Check#: 15,126
Page: 1 of 1
Created: 2/17/2009

Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 2/17/2009
Post As: THDA Lender's Appreciation Dinner	Contact: Ms. Patricia Smith
BEO Name: THDA Lender's Appreciation Dinner	Phone: (615) 815-2185
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243-0900	Fax: (615) 253-6406
	On-Site:

9102

2/17/2009 5:30pm-6:15pm Crown Ballroom
2/17/2009 6:15pm-8:30pm Crown Ballroom

Quantity Beverage

43 House Wine by the Galss

Reception 40 75 0.00
Dinner 40 75 0.00

Price	SubTotal	Total
5.25	225.75	
TOTAL BEVERAGE	225.75	
Service Charge: 22.00%	49.67	
Tax: 9.25%	25.48	
Liquor Tax: 15.00%	33.86	

334.76

75
11 Imported Beer
13 Domestic Beer
3 Assorted Soda
1 Bottled Water

3.50	38.50
4.00	52.00
2.00	6.00
2.50	2.50
TOTAL BEVERAGE	99.00
Service Charge: 22.00%	21.78
Tax: 9.25%	11.17

131.95

Total Beverage: 466.71

Total Charges:	324.75
Total Service Charges:	71.45
Total Taxes:	70.51
Grand Total:	466.71
Balance Due:	466.71

376.20

Client Signature

Patricia M. Smith

Date

2/17/09

Internal Memo



To: Joe Brown, Fiscal Administration
From: Patricia M. Smith, Public Affairs
Date: February 23, 2009
Regarding: Embassy Suites Banquet Check

DIC
for
PAS 08-01

Greetings, Joe.
Please find attached a copy of the Banquet Check for the Lender Appreciation Dinner held at Embassy Suites Hotel & Conference Center in Murfreesboro on Thursday, February 12, 2009. The tax has been deducted from the overall cost as we are not to pay such. Please issue a check in the amount of \$2550.90 made payable to *Embassy Suites* and mail to Embassy Suites, Murfreesboro - Hotel & Conference Center, 1200 Conference Center Boulevard, Murfreesboro, TN 37129. Please assign the costs to Public Affairs, cost center 14.

Thank you.

2/27/09

Internal Memo



Leading Tennessee Home

To: Wayne Beard, Finance
From: Patricia M. Smith, Public Affairs *PKS*
Date: March 4, 2009
Regarding: Millennium Maxwell House Hotel Banquet Check

Greetings, Wayne.
Please find attached a copy of the Banquet Check for the Lender Appreciation Dinner held at Millennium Maxwell House Hotel in Nashville on Tuesday, February 17, 2009. The tax has been deducted from the overall cost as we are not to pay such. Please issue a check in the amount of \$4,094.33 made payable to *Millennium Maxwell House Hotel* and mail to Millennium Maxwell House Hotel, 2025 Rosa L. Parks Boulevard, Nashville, TN 37228. Please assign the costs to Public Affairs, cost center 14.

Thank you.

Tender # 1979
✓ 03050901



Ted R. Fellman, Executive Director
Tennessee Housing Development Agency
404 James Robertson Parkway, Suite 1200
Nashville, Tennessee 37243-0900
www.thda.org

August 4, 2009

MEMO

TO: Joe Brown, Director of Fiscal Administration
FROM: Laura Sinclair, Director of Single Family Programs
RE: Request for Payment of \$20,446.29 for Hotel Invoice
For 2009 HBEI Peer Session

Attached are the invoices and banquet event orders from the Embassy Suites Hotel/Nashville-Cool Springs which was the site for the Tennessee Homebuyer Education Initiative Peer Session held on July 13, 2009. The 2009 Peer Session was an all-day continuing education meeting attended by about 175 certified homebuyer education trainers and affordable housing providers.

Please note that THDA provided the agenda development and meeting coordination. The total bill should be paid using Single Family funds from Cost Center 50.

Regions Bank, Mortgage Investors Group and Guaranty Trust have provided sponsorship assistance for the event. Attached is a Hotel Expense Sheet explaining how those funds should be utilized for 09 Peer Session expenses.

In addition to the use of sponsorship funds, some of the other 09 Peer Hotel expenses should be covered using THDA's NFMC match funds and NFMC Operational Oversight funds. Use of these fund sources also are shown on the Hotel Expense Sheet.

If you have any questions about this request, please you can contact me or Vicki George at 2085. Thank you for your assistance and consideration of this request.

Cc: Ann Salyers

08050904

V= 2504
CIRA 94892

THDA is an equal opportunity, equal access, affirmative action employer.
Telecommunications Device for the Deaf (615) 532-2894

THDA – HBEI 2009 PEER SESSION Hotel Expense Sheet
(Please pay Hotel Invoice Total out of Cost Center 50)

Embassy Suites Hotel Expenses

Meeting Room Cost:

\$4,581.68	NFMC Dinner (pay from match)
\$3,565.58	Networking Room – HBEI funds
\$659.77	Session Room – HBEI funds
\$259.91	Session Room – HBEI funds
\$259.91	Session Room – HBEI funds
\$7,052.45	Luncheon – HBEI funds
\$16,379.30	<u>THDA sub-total 1</u>
\$ -1,386.84	State Tax
\$14,992.46	<u>THDA sub-total 2</u>
\$ 341.11	Pay with MIG funds
\$15,333.57	<u>THDA sub-total 3</u>
\$ 4,639.04	Pay with Regions Funds
\$ 473.68	Pay with THDA funds
\$20,446.29	THDA Pays-Hotel Invoice Total

Appreciation Beverage Cost:

NP Sleeping Rooms:

HBEI Spk/Stf Sleeping Rooms:

Sponsorship Funds:

Regions Bank:	\$5,000.00
MIG:	\$ 500.00
Guaranty Trust:	\$ 250.00
<u>Total</u>	\$5,750.00
Sleeping Rms:	-4,639.04
<u>Sp. Fund Balance</u>	\$1,110.96
Appre. Bev.	- 341.11
<u>Sp. Fund Balance</u>	\$ 769.85

apply to Mixer/exhibit costs Inv. #17546

HBEI 09 Peer Costs to be paid from SF/HBEI Program Funds*

\$20,446.29	Total Hotel Expense
<u>-4,581.68</u>	paid with NFMC match funds
\$15,864.61	
<u>-341.11</u>	paid with MIG funds
\$15,523.50	
<u>- 4,639.04</u>	paid with Regions funds
\$10,884.46	
<u>-769.85</u>	remaining sponsorship funds
\$10,114.61	HBEI Peer Costs*
<u>2,528.65</u>	NFMC Operational Oversight Funds
\$ 7,585.96	

Embassy Suites Nashville South

820 Crescent Centre Drive Franklin, TN USA 37067
Phone: 615-815-5151 - Fax: 615-815-5210

Check#: 17552-GRP

Page: 1 of 1

Created: 7/12/2009

Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 7/12/2009
Post As: Homebuyers Ed. One-Day Meeting	Contact: Ms. Patricia Smith
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243-0900	Phone: 615-815-2185
	Fax:
	On-Site: Ms. Vickie George
	Phone: 615-815-2085
form received on 3/23/09	

Quantity	Food	Price	Amount
50	Beef Tenderloin and Chicken	46.95 Per person	2,347.50
150	Coconut Shrimp with a Dipping Sauce- AT STATION	3.25 each	487.50
120	Spanakopita- AT STATION	2.50 each	300.00
90	Strawberries and Brie Canapes- AT STATION	2.25 each	202.50
Subtotal:			3,337.50
Service Charge %: 22.00			734.25
Tax %: 9.25			376.64
Total:			4,448.39

Quantity	Miscellaneous	Price	Amount
1	Table Top Podium- WITH WIRELESS HANDHELD MICROPHONE (Center on the Head Table)	100.00 each	100.00
Subtotal:			100.00
Service Charge %: 22.00			22.00
Tax %: 9.25			11.29
Total:			133.29

Room Rental	Price	Amount
Room: B Ballroom	Function: REC	
Room: B Ballroom	Function: DIN	
Foreclosure Counselor		Subtotal:
Appreciation Dinner		0.00
		Service Charge %: 22.00
		0.00
		Tax %: 9.25
		0.00
		Total:
		0.00

KG	Grand Total:	4,581.68
	Balance Due:	4,581.68

(NPMC Match Funds)
- payment source -

Client Signature

Date

Embassy Suites Nashville South

820 Crescent Centre Drive Franklin, TN USA 37067
Phone: 615-515-5151 - Fax: 615-515-5210

Check#: 17552-GRP

Page: 1 of 1

Created: 7/13/2009

Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 7/12/2009
Post As: Homebuyers Ed. One-Day Meeting	Contact: Ms. Patricia Smith
Address: 404 James Robertson Parkway Suite 1200 Nashville, TN 37243-0900	Phone: 615-815-2185
	Fax:
	On-Site: Ms. Vickie George
	Phone: 615-815-2085

form received on 3/23/09

Quantity	Beverage	Price	Amount
23	Redwood Creek Chardonnay, White Zinfandel, Merlot, Cabernet and Pinot Noir	5.50 per glass	126.50
15	Premium Brands to Include: Smirnoff, Bacardi, J&B, Seagram's VO, Jim Beam, Suaza Gold and Beefeater	5.00 each	75.00
Subtotal:			201.50
Service Charge %:			22.00
Tax %:			9.25
Liquor Tax %:			15.00
Total:			298.79
4	Imported Beer to Include: Amsel Light, Heineken and Corona	4.75 each	19.00
3	Domestic and Light Beer to Include: Miller Light, Bud Light and Michelob Ultra	4.25 each	12.75
Subtotal:			31.75
Service Charge %:			22.00
Tax %:			9.25
Total:			42.32
Grand Total:			341.11
Balance Due:			341.11

OK!
State law
requires payment
of both taxes.

Beverages for
Foreclosure Counselor
Appreciation Dinner

V/G

MIG Sponsor Funds
— To Pay —

Client Signature

Date

Embassy Suites Nashville South

820 Cresent Centre Drive Franklin, TN USA 37067
Phone: 615-515-5151 - Fax: 615-515-5210

Check#: 17551-GR

Page: 1 of 1

Created: 7/13/2009

Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 7/13/2009
Post As: Homebuyers Ed. One-Day Meeting	Contact: Ms. Patricia Smith
Address: 404 James Robertson Parkway	Phone: 615-815-2185
Suite 1200	Fax:
Nashville, TN 37243-0900	On-Site:
form received on 3/23/09	

Quantity	Food	Price	Amount
175	A Taste of Italy Buffet	28.95 Per person	5,066.25
Subtotal:			5,066.25
Service Charge %: 22.00			1,114.58
Tax %: 9.25			571.73
Total:			6,752.56

Quantity	Miscellaneous	Price	Amount
1	(6) Ft. Table for Awards near the Head Table. Provide Extra Cloths to cover Awards	0.00	0.00
1	Tabletop Podium with Microphone- AT END OF HEAD TABLE	75.00 each	75.00
Subtotal:			75.00
Service Charge %: 22.00			16.50
Tax %: 9.25			8.46
Total:			99.96

Room	Rental	Price	Amount
Room: Junior Ballroom	Function: LUN	150.00	150.00
Subtotal:			150.00
Service Charge %: 22.00			33.00
Tax %: 9.25			16.93
Total:			199.93

Lunch on Monday

Grand Total:	7,052.45
Balance Due:	7,052.45

Client Signature

Date

Internal Memo



**Tennessee Housing
Development Agency**

Leading Tennessee Home

To: Joe Brown, Fiscal
From: Patricia M. Smith, Public Affairs
Date: January 27, 2010
Regarding: Lender Appreciation Dinner, Nashville

02011002

Greetings, Joe.

Please issue a check in the amount of \$2,473.00 for the Nashville Lender Appreciation dinner to Maggiano's Little Italy. You have issued a deposit check for \$1,000 previously.

Please give the check to me for delivery at the event February 4.

Please assign these costs to Public Affairs, cost center 14.

Thank you.

Cc: Laura Sinclair/Vicki George

Per Policy - Requested / CFO Approval.

150735448

R 1/28/10



Tennessee Housing Development Agency
Payment Request Form

Please submit form to Fiscal Administration

Reset Form

Pay To: Maggiano's Little Italy Nashville
Requested By: Charmaine Wilde
Date: 2-05-10

Cost Center: 14 Public Affairs

Line	Qty	Item Description	Unit Amt	Ext. Amt.
1	1	Balance of the Nashville Lender Appreciation Dinner	\$2,247.08	\$2,247.08
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00

Total Amount: \$ **\$2,247.08**

Approvals:
If \$1,000 or more:
If \$2,000 or more:

RF 2/8/10
aw jws
2/19/10

Division Director: *Patricia M. Smith*
Deputy Director / CFO: _____
Executive Director: _____

Date: _____

Notes / Comments:

The total for the dinner was \$5,720.08. THDA has already paid a \$1,000 deposit. THDA also gave Maggiano's a check for \$2,473 on the night of the event (2-4-10). Bar sponsorship will reimburse THDA the bar tab which was \$1,037.32.

For Fiscal Use Only:

Date Received in Fiscal:

Date Processed:

Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203
Phone: (615) 514-0280 - Fax: (615) 514-0281

Banquet Check

Page 1 of 1
BEO#: 6584

Account Name: Maggiano's Nashville Business 08

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, February 04, 2010	5:15 pm	Lender Appreciation Dinner	Brunello and Corleone	94

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
94	Our Classic Family Style Dinner	40.45	3,802.30	
94	Appetizer Buffet			
				3,802.30
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
20	Super Premium Drinks	8.45	169.00	
4	Call Drinks	6.44	25.76	
5	White Zinfandel, Copperidge	5.63	28.15	
8	Miscellaneous Wine Solarie Chard	28.17	225.36	
6	Miscellaneous Wine Solarie Pinot	30.58	183.48	
5	Miscellaneous Wine Solarie Cab	30.58	152.90	
12	Bottled Premium Beer	4.12	49.44	
6	Bottled Domestic Beer	3.89	23.34	
2	Bottled Water - Small	3.50	7.00	
				864.43
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Microphone with Podium	100.00	100.00	
				100.00
Sales Minimum:				2,000.00

Subtotal:	4,766.73
Service Charge:	953.35
Total:	5,720.08
Deposit:	1,000.00
Balance Due:	4,720.08
Additional Gratuity:	

check

-2,473.00
\$ 2,247.08
Page 1 of 1

Client Signature

Date: 2/4/2010

Your opinion matters!
Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203
Phone: (615) 514-0280 - Fax: (615) 514-0281

Banquet Check

Page 1 of 1
BEO#: 6584

Account Name: Maggiano's Nashville Business 08

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, February 04, 2010	5:15 pm	Lender Appreciation Dinner	Brunello and Corleone	94

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
94	Our Classic Family Style Dinner Appetizer Buffet	40.45		
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
20	Super Premium Drinks	8.45	169.00	
4	Call Drinks	6.44	25.76	
5	White Zinfandel, Copperidge	5.63	28.15	
8	Miscellaneous Wine Solarie Chard	28.17	225.36	
6	Miscellaneous Wine Solarie Pinot	30.58	183.48	
5	Miscellaneous Wine Solarie Cab	30.58	152.90	
12	Bottled Premium Beer	4.12	49.44	
6	Bottled Domestic Beer	3.89	23.34	
2	Bottled Water - Small	3.50	7.00	
				864.43

Sales Minimum: 0.00

Subtotal:	864.43
Service Charge:	172.89
Total:	1,037.32

Balance Due:	1,037.32
Additional Gratuity:	

Page 1 of 1

Client Signature _____

Date: 2/4/2010

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

Internal Memo



Leading Tennessee Home

To: Joe Brown / Wayne Dickerson

From: Debby Beard

Date: March 11, 2011

Regarding: check for invoice

Beard

4

Joe / Wayne –

We recently issued a check (#61121) for \$3,453.45 payable to Maggiano's for food at the 03/11/2011 Nashville Lender Appreciation Dinner. That amount is not correct as we had a sales minimum with them for this event. Please void that check and re-issue a check in the amount of \$4,628.84. Check should be made payable to:

Maggiano's Little Italy
3106 West End Ave.
Nashville, TN 37203

0311101

I would like to pick up this check as soon as possible so I can deliver it to them. Thank you and call me with questions.

Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203
Phone: (615) 514-0280 - Fax: (615) 514-0281

Banquet Check

Page 1 of

BEO#: 812

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 10, 2011	5:30 pm	Lender Appreciation Dinner	Brunello and Corleone	95

NO. FOOD		PRICE	SUBTOTAL	TOTAL
95	Classic Family Style	37.95	3,605.25	
				3,605.25
NO. MISCELLANEOUS		PRICE	SUBTOTAL	TOTAL
1	Podium		0.00	
1	Hand Held Microphone	75.00	75.00	
1		48.59	48.59	
				123.59

Sales Minimum: 4,500.00

Subtotal: 3,728.84

Event Fee: 900.00

Total: 4,628.84

Balance Due: 4,628.84

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function, tips are not expected and are purely at your discretion.

VOID check for 3453.45

3,453.45

Page 1 of 1

Client Signature

Date: 3/10/2011

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

Internal Memo



Leading Tennessee Home

To: Joe Brown / Wayne Dickerson

From: Debby Beard

Date: March 11, 2011

Regarding: check for invoice

DB Beard

4

Joe / Wayne –

Please issue a check in the amount of \$1,062.70 for the beverage service at the 03/11/2011 Nashville Lender Appreciation Dinner. PA has received and deposited sponsorship dollars to cover the cost of this service. Check should be made payable to:

Maggiano's Little Italy
3106 West End Ave.
Nashville, TN 37203

03/11/102

I would like to pick up this check as soon as possible so I can deliver it to them. Thank you and call me with questions.

Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203
Phone: (615) 514-0280 - Fax: (615) 514-0281

Banquet Check

Page 1 of 1
BEO#: 8123

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 10, 2011	5:30 pm	Lender Appreciation Dinner	Brunello and Corleone	95

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
	Classic Family Style	37.95		
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
17	gl. rodney strong sauv. blanc	7.24	123.08	
13	gl. copperidge zinf.	5.03	65.39	
10	gl. placido pino grigio	5.63	56.30	
6	gl. solaire pinot nior	7.85	47.10	
15	gl. wb chard.	6.84	102.60	
9	gl. gabbiano	6.84	61.56	
20	wb cab.	7.24	144.80	
13	csm resling	6.04	78.52	
15	Premium Mixed Drink	9.00	135.00	
13	Super-Premium Mixed Drink	10.00	130.00	
12	Domestic Beer	4.50	54.00	
13	Imported Beer	4.95	64.35	
				1,062.70
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Podium		0.00	

Sales Minimum: 4,500.00

Subtotal: 1,062.70

Total: 1,062.70

Balance Due: 1,062.70

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function. Tips are not expected and are purely at your discretion.

Page 1 of 1

Client Signature

Date: 3/10/2011

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.



405201003

Mortgage Investors Event
April 22, 2010

Items	Quantity	Price	Total
Dinner Buffet	65	30.00	\$ 1,950.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Sub Total Food			\$ 1,950.00
Bar Charges	1	919.00	\$ 919.00
			\$ -
Sub Total Beverage			\$ 919.00
Minimum F&B Guarantee:			\$ 500.00
Food and Beverage Sub Total			\$ 2,869.00
20% Service Charge			\$ 573.80
Tax			EXEMPT
Total Food and Beverage			\$ 3,442.80
Carver Fee			\$ -
Audio Visual			\$ 450.00
Facility Fee			\$ -
Bartender Fee			\$ -
Miscellaneous Sub Total			\$ 450.00
Tax			EXEMPT
Total Miscellaneous			\$ 450.00
ADDITIONAL TIP			\$ -
Total Charges			\$ 3,892.80
Total Received			\$ -
Amount Due			\$ 3,892.80

REMIT PAYMENT TO
Gettysvue Polo, Golf & Country Club
9317 Linksvue Drive
Knoxville, TN 37922
865-522-4653 Phone
865-470-0109 Fax

OK
PMS
5/12/10

Embassy Suites Nashville South

820 Crescent Centre Drive Franklin, TN USA 37067
Phone: 615-515-5151 - Fax: 615-515-5210

Check#: 23520-GRP

Page: 1 of 1

Created: 9/9/2011

Banquet Check

Account: Tennessee Housing Development Agency	Event Date: 9/8/2011
Post As: Homebuyers Ed. Meeting	Contact: Ms. Vicki George
Address: 404 James Robertson Parkway Suite 1114 Nashville, TN 37243	Phone: 615-815-2085
	Fax:
	On-Site: Ms. Vicki George
	Phone: 615-815-2085

The Bluffs

Quantity	Beverage	Price	Amount
156	Redwood Creek Chardonnay, White Zinfandel, Merlot, Cabernet and Pinot Noir	5.50 per glass	858.00
Subtotal:			858.00
Service Charge %:			22.00 188.76
Tax %:			9.25 96.83
Liquor Tax %:			15.00 128.70
Total:			1,272.29
27	Imported Beer to Include: Amstel Light, Heineken and Corona	4.50 each	121.50
45	Domestic and Light Beer to Include: Miller Light, Bud Light and Michelob Ultra	3.75 each	168.75
33	Soft Drinks	2.00 each	66.00
Subtotal:			356.25
Service Charge %:			22.00 78.38
Tax %:			9.25 40.20
Total:			474.83
Grand Total:			1,747.12
Balance Due:			1,747.12

9-9-11

*Pay With
Sponsorship
- Vicki George
4-21-11*

Client Signature

Date

Operations Use Only

Vendor: Embassy Suites
Address: 820 Crescent Ctr. Dr.
Franklin, TN 37067
Phone: 615-515-5151
Fax: _____
Email: _____



Purchase Order

12-0404

Tennessee Housing Development Agency
404 James Robertson Pkwy Ste 1200
Nashville, TN 37219
(615) 815-2200

PO # Must be on Invoice!

Division: Public Affairs

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
	HBEI hotel bill (dated 9-11-11)				\$43,459.90
					42,527. ⁶¹
					(See attached)

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Comments:

TO: Patricia Smith 9-26-11
TO: Trent Ridley 9-26-11
TO: Ted Fellman _____
TO: Linda Jones _____

Total ~~\$43,459.90~~

42,527. ⁶¹

Must Have Part No.

Date:

9-26-11

9-26-11

9/28/11

Requested by: Lisa Crowell

Division Director: _____

Over \$1,000 -CFO: _____

Over \$2,000-Ex Director: _____

Operations Use Only:

Buyer: _____

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Operations Use Only

Vendor: Maggiano's

Address: _____

Phone: _____

Fax: _____

Email: _____



Purchase Order

12-1057

Tennessee Housing Development Agency

404 James Robertson Pkwy Ste 1200

Nashville, TN 37219

(615) 815-2200

3-6-12

PO # Must be on Invoice!

Division: Single Family

Qty	Item	*Part No.*	Catalog Amt	Ext Amt	Agency Cost
	Balance for lender appreciation dinner, not including alcohol				3154.00
	<i>Contract # 31620-00107</i>				

THDA is exempt from sales tax. A form will be provided upon request by Operations.

Total 3154.00

Comments:

We need a check for this. ~~██████████~~ Maggiano's requires that we pay the balance at the time of the meal. Alcohol invoice will come later.

Please give the check to Rachel.

Must Have Part No.

Date:

3/15/12

3/5/12

3-5-12

Requested by: Rachel Agee

Division Director: Patricia M Smith

Over \$1,000 -CFO: [Signature]

Over \$2,000-Ex Director: [Signature]

Operations Use Only:

Buyer: _____

Payments will be made within 30 days of receipt. Please note any discounts for prompt payment.

Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203

Phone: (615) 514-0280 - Fax: (615) 292-2085

Page 1 of 1

Banquet Check

BEO#: 10332

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 15, 2012	5:30 pm	Lender Appreciation Dinner	Ballroom	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
120	Classic Family Style	37.95	4,554.00	4,554.00
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Microphone with Podium	100.00	100.00	100.00

Sales Minimum:	5,000.00
-----------------------	----------

Subtotal:	4,654.00
------------------	----------

Event Fee:	1,000.00
-------------------	----------

Total:	5,654.00
---------------	----------

Deposit:	2,500.00
-----------------	----------

Balance Due:	3,154.00
---------------------	----------

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function, tips are not expected and are purely at your discretion.

Page 1 of 1

Date: 3/1/2012

Client Signature

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN 37203
Phone: (615) 514-0280 - Fax: (615) 292-2085

BEO #: 10,332

Page: 1 of 2

V.I.P. Member

Banquet Event Order

Account: Maggiano's Nashville Business	Event Date: Thursday, March 15, 2012
Post As: Tennessee Housing Development Agency	Contact: Ms. Patricia Smith
Address:	Phone: 615-815-2185
	Fax: 615-564-2700
	On-Site:
Deposit: \$2,500.00	Sales Rep: Kelly Kaplan
Sales Min: 5,000.00	

An event fee and applicable state and local taxes will be added to all food and beverage charges.

Date	Time	Room	Function	Set-up	AGR	GTD	SET
Thursday, March 15, 2012	5:30 pm - 9:30 pm	Ballroom	DIN	RD	120		

Beverage

Room: Ballroom

Function: DIN

Host Bar on Consumption

Serve: 5:30 pm - to 9:30 pm

- Standard Mixed Drink at \$6.04 per drink
- Premium Mixed Drink at \$7.24 per drink
- Super-Premium Mixed Drink at \$8.05 per drink
- Standard Martini at \$8.05 per drink
- Premium Martini at \$9.26 per drink
- Super-Premium Martini at \$9.86 per drink
- Pomegranate Martini at \$8.85 per drink
- Mojito at \$8.85 per drink
- Lemon Drop at \$8.85 per drink
- Primo Margarita at \$8.85 per drink
- Mulberry Street at \$8.85 per drink
- Cosmopolitan at \$8.85 per drink
- Domestic Beer at \$4.58 per drink
- Imported Beer at \$5.03 per drink
- Assorted Fruit Juices at \$2.50 each
- Bottled Water - Small at \$3.50 per bottle
- Bottled Water - Large at \$6.00 per bottle

Setup and AV

Room: Ballroom

Function: DIN

Menu

Room: Ballroom

Function: DIN

Classic Family Style

Serve: 5:30 pm - to 9:30 pm

*** FIRST COURSE ***

- Freshly Baked Bread
- Crispy Zucchini Fritte
- Spinach & Artichoke al Forno
- Maggiano's Salad
- Spinach Salad

*** SECOND COURSE ***

- Mom's Meat Lasagna with Meat Sauce
- Bowtie Aglio
- Chicken Parmesan
- Balsamic-Glazed Salmon
- *** THIRD COURSE ***
- Chocolate Zuccotto Cake
- Tiramisu

Freshly brewed Regular and Decaffeinated Coffee, Hot Tea, Iced Tea and Sodas

120 people @ \$37.95 Per person

A final confirmation of the Total Guest Count is required by 1:00 p.m., three business days prior to the Function. This number will be considered final and charges will be made accordingly. Otherwise, the Total Guest Count listed on your Banquet Function Contract will be considered the final count.

Signature

Date

Printed: 3/1/2012

Page: 1 of 2

BEO #: 10,332

Post As: Tennessee Housing Development Agency

Event Date: Thursday, March 15, 2012

Maggiano's Little Italy Nashville

3106 West End Avenue Nashville, TN USA 37203

Phone: (615) 514-0280 - Fax: (615) 292-2085

Page 1 of 1

BEO#: 10332

Banquet Check

Account Name: Maggiano's Nashville Business

Post As: Tennessee Housing Development Agency

Site Contact: Ms. Patricia Smith

Day/Date	Time	Function	Room	Gtd
Thursday, March 15, 2012	5:30 pm	Lender Appreciation Dinner	Brunello and Corleone	90

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
90	Classic Family Style	37.95	3,415.50	3,415.50
NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
7	Premium Mixed Drink	9.00	63.00	
22	Super-Premium Mixed Drink	10.00	220.00	
5	White Zinfandel, Copper Ridge	5.03	25.15	
4	Pinot Grigio, Placido "Primavera"	6.04	24.16	
6	Chardonnay, Robert Mondavi Private Selection	7.04	42.24	
6	Pinot Noir, Estancia	7.85	47.10	
1	Red Blend, Ruffino Salute Amico	7.04	7.04	
5	Merlot, Red Diamond	7.44	37.20	
6	Cabernet Sauvignon, Robert Mondavi "Woodbridge"	6.04	36.24	
14	Domestic Beer	4.58	64.12	
19	Imported Beer	5.03	95.57	
				661.82
NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	Microphone with Podium	100.00	100.00	100.00

Sales Minimum: 4,000.00

Subtotal: 4,177.32

Event Fee: 835.46

Total: 5,012.78

Deposit: 2,500.00

Balance Due: 2,512.78

Optional Gratuity:

Per the contract, Maggiano's pays a higher hourly rate to Teammates working for your Function, tips are not expected and are purely at your discretion.

Page 1 of 1

Date: 3/15/2012

Client Signature

Your opinion matters!

Within the next week you will receive an email invitation to complete our online banquet experience survey. Please take a moment to complete the survey and in turn you'll be entered into our \$1,000 weekly cash drawing!

No purchase necessary. Must be 18 or older. Void where prohibited. See website for complete rules and sweepstakes details.

Wayne Dickerson

From: Charmaine J. Wilde
Sent: Friday, March 16, 2012 10:23 AM
To: Wayne Dickerson; Wayne Beard
Subject: Maggiano's Check

Hi Wayne's,

We had some last minute cancelations for the Lender Appreciation Dinner at Maggiano's so the check I took with me to pay for the balance of the event was too high. If you could provide a new check with the lesser amount of \$2512.78. I will exchange the new check for the old, higher value one.

Thanks,

Charmaine Wilde
Publications Coordinator
Tennessee Housing Development Agency
cwilde@thda.org
(615) 815-2183



Tennessee Housing
Development Agency
Leading Tennessee Home

PAY

TO THE
ORDER OF

404 James Robertson Parkway, Ste 1200
Nashville TN 37243-0900
Phone: (615) 815-2200

U.S. BANK
87-5/640

VOID AFTER 60 DAYS

62284

THREE THOUSAND ONE HUNDRED FIFTY FOUR AND 00/100 DOLLARS

DATE

AMOUNT

03/06/2012

\$3,154.00

MAGGIANO'S LITTLE ITALY
OF NASHVILLE
3106 WEST END AVENUE
NASHVILLE TN 37203

Ted R. Zellmer
[Signature]
AUTHORIZED SIGNATURE

⑈062284⑈ ⑆064000059⑆ 151203671830⑈

INVOICE #
12-1057

0

DATE
03/06/2012
PA
INVOICE# 12-1057

PO

INVOICE AMOUNT
\$3,154.00

[Large handwritten "VOID" stamp]

VENDOR # 2565 CHECK # 62284 CHECK DATE: 03/06/2012 NET: \$3,154.00
MAGGIANO'S LITTLE ITALY OF NASHVILLE

THDA

usbank.**SinglePoint****Information Reporting****Issue Maintenance**

Enter Items

Upload Files

History

Search History


Positive Pay**LaunchPoint****Personal Settings****Help With SinglePoint****Customer Service**



Good Afternoon, WAYNE DICKERSON Friday, March 16, 2012 Last visit: Fri 03/16/12, 01:49 PM CDT from Tennessee, US

[Help with this page](#)[Logout](#)**History Detail****Manual Input**

Item history details are listed below. To sort, click a column header.

User: W. DICKERSON
Process Date: 03/16/2012
Time: 01:55 PM CDT
Issues: 0 Issues Amount: \$0.00
Cancels: 1 Cancels Amount: \$3,154.00

 [Printable Format](#)

Account Number / Account Name	Check Number	Amount	Status 	Date	Transmit Time 
151203671830 THDA Mortgage Funding Account	62284	\$3,154.00	Cancel	03/16/2012	03/16/2012 02:50 PM CDT



EMBASSY SUITES
HOTEL

Nashville - South/Cool Springs

820 Crescent Centre Dr. • Franklin, TN 37067
Phone (615) 515-5151 • Fax (615) 515-5152
www.embassysuites.com

INVOICE

TN HOUSING DEVELOPMENT AGENCY
Attn: PATRICIA M. SMITH
404 JAMES ROBERTSON PKWY
NASHVILLE, TN 37243

2012 HBEI
Plan and
Foreclosure
Prevention
Session

PAGE 1 T4301 - TN HOUSING DEVELOPMENT AGENCY

STATEMENT CLOSING DATE: 7/19/2012

DATE	AR TRANS	FOLIO	DESCRIPTION	DEBITS	CREDITS	BALANCE
6/2/2012			BEGINNING BALANCE	\$0.00	\$0.00	\$0.00
7/17/2012	2011386	508035	# House H1642 [RTD FR TN. HOUSING DEVEL	\$48,039.69	\$0.00	\$48,039.69
7/18/2012	2011961	501069	# Grp THD [RTD FR TN HOUSING-RL:RCPT A]	\$6,063.12	\$0.00	\$54,102.81

Note:
Payment
from
contract

OK! plus
sleeping
room
cost

See
attached
for revised
508035 folio
total of
\$ 44,099.72
+ 4 meetings
+ food

Simply Half

new
total to pay
→ \$50,162.84

BALANCE DUE \$54,102.81

QUESTIONS CONCERNING THIS ACCOUNT?
CALL: KATIE GARRISON **ACCOUNTING MGR**
615-515-5198

CURRENT	31-60	61-90	91-120	121-150	Over 150
\$ 54,102.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Thank you for choosing Embassy Suites Hotels®
We look forward to serving you again!
Payment due upon receipt

Embassy Suites Nashville South

820 Crescent Centre Drive Franklin, TN USA 37067
Phone: 615-515-5151 - Fax: 615-515-5210

Check#: 25458-GRP

Page: 1 of 1

Created: 7/16/2012

Banquet Check

Account: Tennessee Housing Development Agency
Post As: TN Housing Development: Homebuyers Ed. Meeting
Address: 404 James Robertson Parkway
Suite 1200
Nashville, TN 37243-0900

Event Date: 7/16/2012
Contact: Ms. Vicki George
Phone: 615-815-2085
Fax:
On-Site: Ms. Vicki George
Phone: 615-815-2085

The Bluffs
and Spensership

Quantity	Beverage	Price	Amount
134	Copperridge Chardonnay, White Zinfandel, Cabernet and Merlot	6.00 per glass	804.00
Subtotal:			804.00
Service Charge %:			22.00
Tax %:			9.25
Liquor Tax %:			15.00
Total:			1,192.21
31	Imported Beer to Include: Heineken and Corona	5.00 each	155.00
20	Domestic and Light Beer to Include: Miller Light, Bud Light and Michelob Ultra	4.00 per bottle	80.00
Subtotal:			235.00
Service Charge %:			22.00
Tax %:			9.25
Total:			313.22

Grand Total:	1,505.43
Balance Due:	1,505.43

POSTED
7-16-12
rac

126
8-1-12

Client Signature

Date

Internal Memo



To: Wayne Beard, Finance _____

From: Patricia M. Smith, Public Affairs _____

Date: September 10, 2012 _____

Regarding: Beverage Fund Allocation / May Board Meeting

Wayne,

This is an accounting of the funds raised for beverages at THDA events.

I solicited sponsorship dollars from various partners in support of the receptions to be held in conjunction with the Lender Appreciation dinners and the May Board meeting.

I received:

\$1,500	Morgan Keegan
\$1,500	Citi – who wished to leverage this against an additional \$1,500 to be a Silver Sponsor for the Governor’s Housing Summit
\$ 500	Caine Mitter
\$1,500	RBC Capital Markets
<u>\$ 500</u>	Mike Fearnly (Board meeting-specific)
\$5,500	

The beverage costs for the Lender Appreciation receptions totaled \$2,614.71, leaving a balance of \$2,885.29. The beverage costs plus \$500 for a band for the May Board Meeting reception total \$1,287.03. Please issue a check for \$3,840.18 to cover the beverages, band and reception food to reimburse the Memphis Land Band, which coordinated the May events. In the memo section please note Beverages Sponsored.

Please let me know if you have any questions. Thank you.

Internal Memo



To: THDA Fiscal
From: Lindsay Hall
Date: September 27, 2012
Regarding: Sponsorship funds - HBEI

For your review, following is a summary of fund allocations for HBEI peer sessions and HBEI certification training sessions from 2010-2012

HBEI Peer Session 2010 (FY 2010-2011)

Financial sponsorships were collected for the 2010 HBEI Peer Session in the amount of \$17,000 from 11 originating partners. These funds were collected to pay expenses related primarily to the reception provided for the attendees. These same partners sponsored booths at the reception to meet, greet and engage the attendees. The sponsorship funds paid for food, beverages, activities and awards provided at the reception. Any remaining funds were used to offset hotel accommodation expenses.

HBEI Peer Session 2011 (FY 2011-2012)

Financial sponsorships were collected for the 2011 HBEI Peer Session in the amount of \$13,000 from 7 originating partners. These funds were collected to pay expenses related primarily to the reception provided for the attendees. These same partners sponsored booths at the reception to meet, greet and engage the attendees. The sponsorship funds paid for food, beverages, activities and awards provided at the reception. Any remaining funds were used to offset hotel accommodation expenses.

HBEI "Train the Trainer" Certification Training

A \$5,000 grant was awarded to THDA by Wells Fargo to assist in the development of Homebuyer Education activities and training. The grant awarded was used to offset the hotel expenses of the March 2012 HBEI "Train the Trainer" week-long certification training.

HBEI Peer Session 2012 (FY 2012-2013)

Financial sponsorships were collected for the 2012 HBEI Peer Session in the amount of \$15,500 from 8 originating partners. These funds were collected to pay expenses related primarily to the reception provided for the attendees. These same partners sponsored booths at the reception to meet, greet and engage the attendees. The sponsorship funds paid for food, beverages, activities and awards provided at the reception. Any remaining funds were used to offset hotel accommodation expenses.

Please feel free to contact me directly if you have any further questions regarding the allocation of sponsorship funds.

I. HBEI Peer Session--August 2010

2010 Sponsorships

(Offset reception costs, trainer sleeping rooms & misc. costs)

1. Regions	\$	5,000.00
2. Wells Fargo	\$	2,000.00
3. US Bank	\$	2,000.00
4. Mortgage Investors Group	\$	1,000.00
5. Guaranty Trust	\$	1,000.00
6. Farmers and Merchants	\$	1,000.00
7. Fifth Third	\$	1,000.00
8. First Community	\$	1,000.00
9. Community Mortgage	\$	1,000.00
10. Franklin American	\$	1,000.00
11. Bank of America	\$	<u>1,000.00</u>
Total	\$	17,000.00

II. Train the Trainer—March 2011

i. Regions Bank	\$	5,000.00
ii. US Bank Home Mortgage	\$	2,000.00
iii. Wells Fargo Home Mortgage	\$	2,000.00
iv. First Community Mortgage	\$	1,000.00
v. Guaranty Trust	\$	1,000.00
vi. Mortgage Investors Group	\$	1,000.00
vii. SunTrust Mortgage	\$	<u>1,000.00</u>
	\$	13,000.00

III. HBEI Peer Session—July 2012

2012 funds provided through lender sponsorships

Regions	\$	5,000.00
Wells Fargo	\$	2,000.00
U.S. Bank	\$	2,000.00
MIG	\$	2,000.00
First Community	\$	2,000.00
Guaranty Trust	\$	1,500.00
Element Funding	\$	500.00
Pinnacle Bank	\$	<u>500.00</u>
	\$	15,500.00